



**City of Milwaukie
Employment Opportunity**

Assistant to the City Manager

Apply by: July 14, 2014, 4:00 p.m.

Status: **Full-time 40 hours/week, Benefit eligible**

Hours: **Monday – Friday, general business hours**

Work location: **City Hall, 10722 SE Main Street, Milwaukie, OR**

Department: **Administration**

Salary: **\$74,942 - \$95,618 Annually – Non Exempt, non-represented**

Benefits: **Family medical/dental/vision insurance; life/disability insurance; unemployment insurance; PERS paid by employer, additional 2% of base salary placed in deferred compensation account, vacation, sick leave, administrative leave and holiday pay.**

The City of Milwaukie is seeking an Assistant to the City Manager with exceptional communication and customer service skills and the ability to work with both internal and external customers while providing highly responsible, confidential and complex professional management support to the City Manager.

This position acts as a liaison between the City Manager and city departments, the contact to the City Attorney, outside agencies and the general public, attends meetings and prepares minutes and reports for the City Manager; maintains confidential and sensitive information related to pending litigation, economic development, labor contract negotiations and grievance handling. Provides leadership for assigned internal and external issues and special projects with City-wide implications. Assists, advises and represents the City Manager and City management staff in a wide range of external and internal matters; provides complex administrative and technical support and frequently sensitive analysis of information.

Qualifications: Master's Degree in Public Administration is preferred. Four years of progressively responsible related experience; or an equivalent combination of education and experience.

Selection Process: A screening of all application materials will be completed to determine the candidates being invited to an interview. Preference will be given to those applicants who have direct and relevant education and/or work experience. Interviews may be scheduled as qualified applications are received. Offers of employment are contingent upon successful completion of a pre-employment background screening, which may include a background check, drug screen and physical exam.

Application Process: All candidates must submit a detailed resume and cover letter outlining your education and specific experience as it relates to this position . Please mail or bring your signed application materials to City of Milwaukie, Human Resources, 10722 SE Main Street, Milwaukie, OR 97222.

Immigration law notice: Only US citizens and aliens authorized to work in the United States will be hired. All new employees will be required to complete and sign an employment eligibility form and present documentation verifying identity and employment eligibility.

Equal employment opportunity: All qualified persons will be considered for employment without regard for race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law.

Veteran's preference: Under Oregon Law, qualified veterans may be eligible for veteran's preference in application for City of Milwaukie positions. If you are a veteran, or disabled veteran, and would like to be considered for a veteran's preference for the job for which you are applying, check the appropriate box on the application form. To qualify for veteran's preference, veterans must provide appropriate documentation along with their application materials before the application deadline date listed on the job announcement.

Minorities, women, and qualified individuals with disabilities are urged to apply. If you wish to identify yourself as an individual under the Americans with Disabilities Act of 1990 and will be requesting accommodation or assistance with any part of the application process, please notify Human Resources.

***Equal Opportunity/Affirmative Action Employer
Women and Minorities are Encouraged to Apply***